



State of New York
County of Broome Government Offices

Office of Risk Management

Jason T. Garnar, County Executive · Thomas J. Dellapenna Jr., Risk Manager

Insurance Requirements Questionnaire

1. Vendor Information

a. Vendor Name (if known) CA# _____

b. Principal Contact _____

2. Anticipated contract cost & term (including renewals)

a. Contract Renewal (*attach copy of existing insurance requirements*)

b. Sole / limited source

3. Specifically describe work to be performed & any hazards normally associated with this type of work. Note any equipment (e.g. forklifts, excavators) to be used.

4. Give location where vendor will do work

5. Motor Vehicle Use

- a. Vendor will come to county property
- b. Vendor will drive while providing contract services
- c. Common Carrier Delivery only (e.g FedEx shipment)
- d. No motor vehicle use of any kind

6. Department Information

a. Department Contact _____

b. Department _____

c. Extension _____